



Office of the City Manager

CONSENT CALENDAR  
November 28, 2023

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Mark Numainville, City Clerk  
Subject: Revised Conflict of Interest Code

RECOMMENDATION

Adopt a Resolution adopting a revised Conflict of Interest Code for the City of Berkeley and rescinding Resolution No. 70,074–N.S.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND EFFECTS

The Political Reform Act requires all cities to adopt and promulgate a Conflict of Interest Code (Code) which specifies designated positions subject to financial disclosure and provides for specific levels of financial disclosure. It also requires amendments to the Code within designated time periods to reflect changed circumstances, including the creation of new positions which must be designated and relevant changes in duties assigned to existing positions (Government Code Sections 87100, et seq.).

The appendices of various departments have been updated to accurately reflect changes in departmental structure, including the inclusion of newly established classifications and the removal of classifications that have been eliminated. The Department Review Forms provide a comprehensive overview of the additional and eliminated job positions (Attachment 2).

The disclosure appendices for the following newly added and merged commissions have been revised to ensure their alignment with current regulations:

- Environment and Climate Commission (reorganization - Energy Commission and CEAC)
- Parks, Recreation and Waterfront Commission (reorganization - Animal Care Commission, Children, Youth, and Recreation Commission, and Parks and Waterfront Commission)
- Homeless Services Panel of Experts (reorganization - Homeless Commission and Homeless Services Panel of Experts)
- Transportation and Infrastructure Commission (reorganization - Transportation Commission and Public Works Commission)

The Joint Subcommittee on the Implementation of State Housing Laws commission has been dissolved.

The adopting resolution has been amended to add language that clarifies and codifies the relationship between the City and the Housing Authority with respect to the noticing, filing, and enforcement of Form 700s filed under the Authority’s conflict code.

Revisions to the Code were made in consultation with the City Attorney’s Office and Department Directors.

BACKGROUND

The City of Berkeley’s first Conflict of Interest Code was adopted on October 1, 1982 by Resolution No. 51,425–N.S. and has been amended as necessary over time to reflect changes in regulations, departmental organizational structure, designated positions within departments, and commissions. A revised Code was last adopted by the City Council on October 26, 2021 by Resolution No. 70,074–N.S.

The Code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to these positions require the disclosure of all investments, business positions, interests in real property and sources of income, which may foreseeably be affected materially by the decisions made by those designated positions. The Code includes all other provisions required by Government Code Section 87302 and incorporates by reference FPPC Regulation 2 Cal. Admin. Code Section 18730.

The City began allowing employees to complete their Statement of Economic Interests (Form 700) filings electronically in 2009 while still requiring that signed hard copies be submitted; fully electronic filing was certified by the State and became mandatory in 2015. This has resulted in more on-time filings, fewer amendment requests, and a large reduction in staff time and paper usage.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Implementation of electronic filing of Form 700s has saved a substantial amount of paper and vehicle trips to 2180 Milvia Street.

RATIONALE FOR RECOMMENDATION

The City is required by state law to adopt a Conflict of Interest Code. Ongoing revisions are necessary to ensure that the Code accurately reflects the designated positions outlined in each department’s organizational structure.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Mark Numainville, City Clerk, (510) 981-6900

ATTACHMENTS

1. Resolution
  - Exhibit A: Conflict of Interest Code – Department Appendices
  - Exhibit B: Conflict of Interest Code – Commission Appendices
  - Exhibit C: Conflict of Interest Code – Consultant Appendix
  - Exhibit D: Conflict of Interest Code – Retired Annuitant Appendix
  - Exhibit E: Listing of conflict of interest code – department, commission, consultant, and retired annuitant appendices
2. City’s Department Review Forms

RESOLUTION NO. ##,###-N.S.

ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF  
BERKELEY AND RESCINDING RESOLUTION NO. 69,152–N.S.

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, state law as specified in the Political Reform Act (the Act) requires the City Council as the code-reviewing body to direct the review of its conflict of interest code; and

WHEREAS, the Act further requires that such direction must occur by July 1 of each even numbered year; and

WHEREAS, the Act additionally requires the submission of a revised conflict of interest code for approval by the code-reviewing body or the notification of said body that no changes are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, the City of Berkeley may incorporate in its Conflict of Interest Code, by reference, regulation, 2 Cal. Adm. Code Section 18730; and

WHEREAS, on October 1, 1982, the City Council of the City of Berkeley adopted Resolution No. 51,425–N.S., Conflict of Interest Code, for the City of Berkeley; and

WHEREAS, the Code has been amended over time to incorporate changes in regulations, departmental organizational structure, changes in job classifications, and the addition and deletion of certain boards and commissions; and

WHEREAS, the most recent amendment to the City of Berkeley's Conflict of Interest Code, as set forth in Resolution No. 69,152–N.S, adopted October 29, 2019, requires minor amendments to reflect the current organizational structure of departments, their designated positions and level of disclosure; and

WHEREAS, the Council has determined that the attached Conflict of Interest Code accurately sets forth the current organizational structure of departments, their designated positions, and the respective categories of financial interests which should be made reportable and those boards and commissions which should be designated and the respective categories of financial interests which should be made reportable by their members; and

WHEREAS, state law allows the City to accept Form 700 electronically and designate the electronic filing as the filing of record, and the City has the ability to accept and process electronic filings.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Berkeley as follows:

Section 1. That Resolution No. 69,152–N.S. is hereby rescinded.

Section 2. That the City of Berkeley Conflict of Interest Code is hereby adopted, as attached, and includes the following:

(a) With the additions noted below, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part of the Conflict of Interest Code of the City of Berkeley except that: (1) the term "investment" shall apply to financial interests in non-profit organizations as well as business entities; (2) the term "interest in real property" includes interests in berths at the Berkeley Marina regardless of when they expire; (3) the terms "non-profit organization" and "business entity" are limited to the jurisdiction in the same manner as the term "investment," i.e., they apply only if the non-profit organization, the business entity, or any parent, subsidiary or otherwise related entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business in the jurisdiction at any time during the two years prior to the time any statement or other action is required under this Code.

(b) Designated Positions with Reporting Requirements.

Elected officials, legislative assistants, members of boards and commissions appointed by the City Council, consultants and City employees holding designated positions shall be considered designated positions subject to reporting requirements under the Conflict of Interest Code, and shall disclose financial interests as set forth in the appendices listing individual disclosure categories.

Section 3. Filing of Statements

Persons holding designated positions shall file Statements of Economic Interests with the City of Berkeley on Fair Political Practices Commission forms, in conformance with the individual disclosure categories and State guidelines, when requested by the City Clerk. The City Clerk will retain custody of the statements and make the statements available for public inspection and reproduction. City Employees and Legislative Assistants in designated positions shall file electronic Statements of Economic Interests (e-file). The electronic filing will be the filing of record for City Employees and Legislative Assistants. City Commissioners may file in paper or file electronic Statements of Economic Interests (e-file). Statements filed electronically by Commissioners will be the filing of record.

Section 4. Late Filings and Failure to File Statements

Any violation of any provision of this Code is subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 et seq. The following additional regulations shall apply to City of Berkeley (a) employees, (b) legislative assistants, (c) members of boards and commissions appointed by the City Council or by an existing City commission, and (d) consultants:



a. City Employees

If a City employee fails to e-file an Assuming Office or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, they shall be suspended without pay until such time as the required disclosure form has been e-filed. The employee's supervisor shall comply with the provisions of the appropriate Memorandum of Understanding or City of Berkeley Personnel Rules and Regulations in imposing such suspension, in addition, the City Clerk shall impose late filing fees in accordance with Government Code Section 91013 and 91013.5. Prior to resuming active employment with the City of Berkeley, all outstanding statements must be filed and any outstanding fine, payable under Government Code Section 91013, shall be paid. No person shall resume active employment with the City of Berkeley if there are outstanding statements or fines.

b. Legislative Assistants

If a legislative assistant fails to e-file an Assuming or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the legislative assistant shall be terminated until such time as the required disclosure form has been e-filed, in addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5. Prior to being reappointed by a Councilmember, all outstanding statements must be filed and any outstanding fine, payable under Government Code Section 91013, shall be paid. No person shall resume employment as a legislative assistant if there are outstanding statements or fines.

c. Members of Boards and Commissions

If a member of any non-elected board or commission specified in the Code fails to file an Assuming Office Statement of Economic Interests within thirty days after their date of appointment, the commissioner's term shall expire. Similarly, if an Annual Statement of Economic Interests is not filed within thirty days after the City Clerk has given specific written notice of non-filing, the member's term on the commission shall expire. The City Clerk shall notify the commissioner that their term has expired and the appointing councilmember that a vacancy exists on the commission; in addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

If the commissioner has not taken the Oath of Office and not attended any meetings, the commissioner is deemed not to have accepted the appointment and is not subject to filing obligations.

Prior to being reappointed to any commission, all outstanding filings for all commission appointments must be filed and any outstanding fines, payable under Government Code Section 91013, shall be paid. No person shall be appointed to any commission if there are outstanding statements or fines; and no person shall be appointed to any commission for a period of one year if terminated from any commission more than once for failure to file statements.

d. Consultants

If a consultant, as defined in 2 Cal. Code Regs. Section 18701, fails to file any Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, they shall be advised by the City's project manager that no further payments shall be made by the City of Berkeley under the contract until such statement has been received by the City Clerk. The City Clerk shall also impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

Section 5. Interest and Positions in Non-Profit Organizations - Disclosure and Disqualification

Whenever a disclosure category requires disclosure of specific financial interests or positions in business entities, disclosure of the equivalent financial interests or positions in non-profit organizations is required. Disqualification shall be required as to a disclosed interest or position in a non-profit organization whenever disqualification would have been required as a result of an equivalent financial interest or position in a business entity.

Section 6. Berkeley Housing Authority

The Berkeley City Clerk Department serves as the designated filing official for Berkeley Housing Authority (Authority) Form 700 Economic Disclosure Statements. The Authority is responsible for collecting these statements from all individuals required to submit them. For individuals specified under Government Code Section 87200, such as Board Members and the Executive Director, the Authority will forward the original filings to the City Clerk Department while retaining a copy for their own records. The City Clerk Department will ensure compliance with the filing obligations for the 87200 filers. Regarding other filers who do not fall under Government Code Section 87200, such as the Finance Manager, Management Analyst, Administrative Assistant, Accountant, Housing Specialist, and General Counsel, the Authority will retain the original statements and enforce the associated filing requirements internally. Additionally, the Authority is responsible for overseeing the administration of the Oath of Office for its members.

Section 7. Revisions to the City's Conflict of Interest Code

The City Clerk will review the City's Conflict of Interest Code on an biennial basis and if changes are required will submit a revised code for Council approval, or if no changes are necessary so notify the City Council, by the applicable deadline specified in the Political Reform Act.

**AUDITOR'S DEPARTMENT APPENDIX****Designated Employees****Disclosure Categories**

Audit Manager	1
Auditor I, II	1
City Auditor	1
Deputy City Auditor for Payroll Management	1
Senior Auditor	1

**Disclosure Categories****Category 1**

All designated employees shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

## CITY ATTORNEY'S OFFICE APPENDIX

### Designated Employees

### Disclosure Categories

#### Administration

Assistant City Attorney	1
Assistant to the City Attorney	1
City Attorney	1
Deputy City Attorney I, II, III, IV	1
Paralegal	1

### Disclosure Categories

#### Category 1

All designated employees shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

## CITY CLERK DEPARTMENT APPENDIX

### Designated Employees

### Disclosure Categories

Assistant City Clerk	1
City Clerk	1
Deputy City Clerk	1

### Disclosure Categories

#### Category 1

All designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

**CITY MANAGER'S DEPARTMENT APPENDIX**

**Designated Employees** **Categories**

**ADMINISTRATION**

Administrative Hearing Examiner	1
Assistant to the City Manager	1
City Manager	1
Community Services Specialist II	2
Deputy City Manager	1
Digital Communications Coordinator	1
Homeless Services Coordinator	1
Program Manager I, II	1
Senior Management Analyst	1

**ANIMAL CARE SERVICES**

Animal Services Manager	1
Registered Veterinary Technician	1

**CODE ENFORCEMENT GROUP**

Code Enforcement Officer	1
Code Enforcement Supervisor	1

**DIVERSITY, EQUITY AND INCLUSION DIVISION**

Diversity, Equity, and Inclusion Officer	1
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**OFFICE OF BUDGET AND FISCAL MANAGEMENT**

Associate Management Analyst	1
Budget Manager	1
Senior Management Analyst	1

**CITY MANAGER'S DEPARTMENT APPENDIX**

**Designated Employees**

**Disclosure Categories**

**OFFICE OF ECONOMIC DEVELOPMENT**

Assistant Management Analyst	1
Civic Arts Coordinator	1
Community Development Project Coordinator	1
Economic Development Project Coordinator	1
Manager of Economic Development	1
Senior Economic Development Project Coordinator	1

**Disclosure Categories**

**Category 1**

Designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

**Category 2**

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the division or program to which the designated employee is assigned.

**Category 3**

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by any division or program in the Department of Health, Housing and Community Services.

## DEPARTMENT OF INFORMATION TECHNOLOGY APPENDIX

<b>Designated Employees</b>	<b>Categories</b>
Application Programmer Analyst II	1
Customer Service Manager	1
Database Administrator	1
Director of Information Technology	1
Information Security Manager	1
Information Systems Manager	1
Program Manager I, II	1
Senior Information Systems Specialist	1
Senior Management Analyst	1
Senior Systems Analyst	1

### **Disclosure Categories**

#### **Category 1**

Designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.



## FINANCE DEPARTMENT APPENDIX

### Designated Employees

### Disclosure Categories

#### ADMINISTRATION

Director of Finance	1
Senior Systems Analyst	1
Systems Accountant	1

#### ACCOUNTING DIVISION

Accounting Manager	1
Senior Accountant	2

#### TREASURY DIVISION

Revenue Development Specialist II	1
Revenue Development Supervisor	1
Treasury Manager	1

#### REVENUE COLLECTIONS DIVISION

Revenue Collection Manager	1
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#### GENERAL SERVICES DIVISION

Buyer	1
Contract Administrator	1
General Services Manager	1
Senior Buyer	1

## **FINANCE DEPARTMENT APPENDIX (CONTINUED)**

### **Disclosure Categories**

#### **Category 1**

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

#### **Category 2**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) is a financial institution or is otherwise eligible under state law to have city funds, including pension, retirement and deferred compensation funds, deposited with it or invested in it;
- (b) is of the type which has provided services, including but not limited to professional advice on investment, bond, tax or legal matters, to the Finance Department within the previous two years;
- (c) is subject to a City of Berkeley licensing requirement; or
- (d) provides real property sales or management services or owns or operates real property of the type leased or purchased by the City of Berkeley within the previous two years.

## FIRE AND EMERGENCY SERVICES DEPARTMENT PPENDIX

### Designated Employees

### Disclosure Categories

#### FIRE - OFFICE OF THE CHIEF

Administrative & Fiscal Services Manager	1
Associate Management Analyst	3
Communications Specialist	4
Fire Chief	1
Principal Program Manager	1

#### TRAINING

Assistant Fire Chief	1
Fire Captain I, II	2, 3

#### OPERATIONS

Assistant Fire Chief	1
Battalion Chief	1
Deputy Fire Chief	1
Fire Captain I, II	2, 3

#### FIRE PREVENTION

Assistant Management Analyst	2, 4
Deputy Fire Marshal	1
Fire and Life Safety Plans Examiner	2, 4
Fire Marshal	1
Fire Prevention Inspectors	2

## Fire and Emergency Services Department Appendix

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## Designated Employees

## Disclosure Categories

**SPECIAL OPERATIONS DIVISION OFFICE OF EMERGENCY SERVICES**

Emergency Services Coordinator	4
Program Manager I, II	1

**EMERGENCY MEDICAL SERVICES**

Assistant Fire Chief	1
Emergency Medical Services Quality Improvement & Education Coordinator	2, 3
Fire Captain I, II	2, 3
Paramedic Supervisor	2, 3

**WILDLAND URBAN INTERFACE**

Assistant Fire Chief	1
Fire Prevention Inspectors	2

**Disclosure Categories****Category 1**

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property, and all sources of income, including gifts, loans and travel payments.

**Category 2**

Designated employees assigned to this category shall disclose any interest in commercial, industrial, or institutional real property; in residential rental property consisting of three or more units; or any other property subject to fire inspection. In addition, designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

**Fire and Emergency Services Department Appendix**

- (a) owns, manages, or operates real property of the type subject to fire inspection; or
- (b) is in the building and construction industry, including but not limited to architects, developers, contractors, sub-contractors, materials suppliers or consultants.

**Disclosure Categories (Continued)**

**Category 3**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, or services of the type utilized by the Fire and Emergency Services Department.

**Category 4**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment or services of the type utilized by the division or program of the Fire and Emergency Services Department to which the designated employee is assigned.

## HEALTH, HOUSING AND COMMUNITY SERVICES DEPARTMENT APPENDIX

### Designated Employees

### Disclosure Categories

#### OFFICE OF THE DIRECTOR

Accounting Office Specialist Supervisor	4
Administrative & Fiscal Services Manager	1
Associate Management Analyst	2
Community Services Specialist I	4, 6
Community Services Specialist III	4, 6, 8
Deputy Director of Health, Housing & Community Services	1
Director of Health, Housing & Community Services	1
Epidemiologist	8
Health Officer	1
Health Services Program Specialist	3
Principal Program Manager	1
Program Manager I, II	1
Public Health Program Physician/Deputy Health Officer	1, 6
Senior Health Management Analyst	4, 6
Senior Health Services Program Specialist	4, 6
Senior Management Analyst	2
Supervising Public Health Nurse	4, 6

#### AGING SERVICES DIVISION

Manager of Aging Services	1
Mental Health Clinical Supervisor	4, 6
Senior Citizen Center Director	4, 6
Senior Health Services Program Specialist	4, 6
Transportation Services Coordinator	4, 6

**Designated Employees****Disclosure Categories****HOUSING AND COMMUNITY SERVICES DIVISION**

Associate Management Analyst	6
Associate Planner	8
Building Inspector I (Certified)	1
Community Development Project Coordinator	1
Community Services Specialist II & III	8
Homeless Services Coordinator	8
Manager of Housing and Community Services	1
Senior Community Development Project Coordinator	1
Senior Management Analyst	2

**ENVIRONMENTAL HEALTH DIVISION**

Environmental Health Supervisor	1
Manager of Environmental Health	1
Registered Environmental Health Specialist	8
Senior Environmental Health Specialist	1
Vector Control Technician	8

**MENTAL HEALTH DIVISION**

Assistant Manager of Mental Health Services	1
Community Services Specialist II	4
Health Services Program Specialist	2
Manager of Mental Health Services	1
Mental Health Clinical Supervisor	4, 6
Mental Health Program Supervisor	2
Supervising Mental Health Nurse	4, 6
Supervising Psychiatrist	1

**Designated Employees****Disclosure Categories****PUBLIC HEALTH DIVISION**

Community Services Specialist I	4, 8
Community Services Specialist III	4, 6
Epidemiologist	8
Health Nutrition Program Coordinator	4, 6
Health Services Program Specialist	3
Health Services Supervisor	1
Manager of Public Health Services	1
Senior Health Services Program Specialist	4, 6
Supervising Public Health Nurse	4, 6

**Disclosure Categories****Category 1**

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

**Category 2**

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by any division or program in the Department of Health, Housing and Community Services.

**Category 3**

Designated employees assigned to this category shall disclose any interest in real property located within a Berkeley target area or neighborhood strategy area. In addition they shall also disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold



any position of management; and income including gifts, loans and travel payments; if the business entity, non- profit organization or source of income is:

- a) a building contractor or subcontractor of the type performing work under Berkeley Housing Rehabilitation Programs; or
- b) is from individuals who have applied for or received housing rehabilitation assistance from the City of Berkeley within the previous two years.

**Category 4**

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the division or program in the Department of Health, Housing and Community Services to which the designated employee is assigned.

**Category 5**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or
- b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

**Category 6**

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, obstetric, gynecological or maternity care, care for chronic or communicable

diseases, and mental health; or

- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for health programs under the supervision of the designated employee.

### Category 7

Designated employees assigned to this category shall disclose any interest in real property consisting in whole or in part of residential rental property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of

management; and income, including gifts, loans and travel payments; if the business entity or source of income has an interest in, operates or manages residential rental property.

### Category 8

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) is of the type whose contracts with the City of Berkeley are monitored by the Department of Health, Housing and Community Services or which receives funds under contract with the City of Berkeley to serve the social welfare needs of the people of the Berkeley; or
- b) is of the type which manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the designated employee's division of the Department of Health, Housing and Community Services

### Category 9

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management; any interest in real property within one-fourth mile of any Berkeley Senior Center and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, care for chronic or communicable diseases, and mental health; or
- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for community services programs under the supervision of the designated employee.

## HUMAN RESOURCES DEPARTMENT APPENDIX

<b>Designated Employees</b>	<b>Disclosure Categories</b>
Associate Human Resources Analyst (Recruitment / Exams)	2
Director of Human Resources	1
Employee Relations Manager	1
Equal Employment, Opportunity & Diversity Officer	1
Human Resources Manager	1
Occupational Health and Safety Officer	2, 3
Occupational Health and Safety Specialist	3
Senior Human Resources Analyst	2, 3
Training Officer	2
Worker's Compensation Analyst	3

### BENEFITS DIVISION

Associate Human Resources Analyst	3
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### **Disclosure Categories**

#### **Category 1**

Designated employees in this category shall disclose all business entities and non-profit organizations in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property and all sources of income, including gifts, loans and travel payments.

**Human Resources Department Appendix**

**Disclosure Categories (Continued)**

**Category 2**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) is a labor union; or
- (b) is of the type which has provided the Human Resources Department within the previous two years with testing materials or services, or with services of any other kind including but not limited to consultant services or medical examination services; or
- (c) provides training, organizational development or facilitator services.

**Category 3**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which provides insurance of any kind, including but not limited to workers' compensation, health, life or liability insurance or related services.

## LIBRARY DEPARTMENT APPENDIX

Designated Employees	Categories
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### ADMINISTRATION SERVICES

Administrative & Fiscal Services Manager	1
Deputy Director of Library Services	1
Director of Library Services	1

### CIRCULATION SERVICES DIVISION

Circulation Services Manager	1
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### CHILDREN'S / NEIGHBORHOOD SERVICES DIVISION

Library Services Manager	1
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### EQUITY, DIVERSITY, AND INCLUSION

Program Manager II	1
--------------------	---

### MAINTENANCE DIVISION

Senior Building Maintenance Supervisor	1
--	---

### TECHNICAL SERVICES & INFORMATION TECHNOLOGY

Library Information Systems Administrator	1
Library Services Manager	1

### Disclosure Categories

#### Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

## MAYOR AND COUNCIL DEPARTMENT APPENDIX

<b>Designated Employees</b>	<b>Disclosure Categories</b>
Mayor	1
City Councilmembers	1
Chief of Staff	1
Assistant to the Mayor	1
Legislative Assistant/Administrative Assistant	1

### **Disclosure Categories**

#### **Category 1**

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

## OFFICE OF THE DIRECTOR OF POLICE ACCOUNTABILITY APPENDIX

<b>Designated Employees</b>	<b>Categories</b>
Associate Management Analyst (Administrative Analyst)	1
Associate Management Analyst (Data Analyst)	1
Associate Management Analyst (Policy Analyst)	1
Director of Police Accountability	1
Office of the Director of Police Accountability Investigator	1
Police Accountability Board Member	1

### Disclosure Category

#### Category 1

Designated employees assigned to this category shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization, or source of income:

- (a) manufactures, distributes, sells or otherwise markets weapons, ammunition, or other law enforcement equipment;
- (b) is of the type which offers law enforcement training courses considered by the Police Accountability Board and Office of the Director of Police Accountability; or
- (c) is a member of the Berkeley Police Department.



## PARKS, RECREATION & WATERFRONT DEPARTMENT APPENDIX

Designated Employees	Categories
<b>OFFICE OF THE DIRECTOR</b>	
Assistant Civil Engineer (Registered)	1
Associate Civil Engineer	1
Capital Improvement Programs Manager	1
Deputy Director	1
Director of Parks, Recreation and Waterfront	1
Senior Management Analyst	1
Supervising Civil Engineer	1
<b>PARKS DIVISION</b>	
Building Maintenance Supervisor	2, 3
Parks Superintendent	1
Senior Building Maintenance Supervisor	2, 3
Senior Forestry Supervisor	2, 3
Senior Landscape Gardener Supervisor	2, 3
<b>RECREATION DIVISION</b>	
Aquatics Coordinator	3
Aquatics Facilities Supervisor	3
Camp Manager	2, 3, 4
Recreation and Youth Services Manager	1
Recreation Coordinator	3
Recreation Program Supervisor	1
<b>WATERFRONT DIVISION</b>	
Harbormaster	3, 5
Waterfront Manager	1
Waterfront Supervisor	2, 5

## Disclosure Categories

### Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property and all sources of income, including gifts, loans and travel payments.

### Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides the Parks, Recreation & Waterfront Department with:

- (a) goods of any kind, including but not limited to heavy equipment, vehicles, machinery, tools, fuel products or other equipment; or
- (b) services of any kind, including but not limited to building or construction services and consultant services.

### Category 3

Designated employees assigned to this category, shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Parks, Recreation & Waterfront Department to which the designated employee is assigned.

### Category 4

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or
- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

**Disclosure Categories Continuous**

**Category 5**

Designated employees assigned to this category shall disclose:

- (a) all interests in real property located on or within one-fourth mile of the Berkeley Waterfront, including any leasehold interest in berths at the Berkeley Marina; and
- (b) any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee or employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:
  - (i) is located on the Berkeley Waterfront;
  - (ii) has an interest in real property on the Berkeley Waterfront; or does business, has done business within the previous two years, plans to do business on the Berkeley Waterfront, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals on the Berkeley Waterfront.

**PLANNING AND DEVELOPMENT DEPARTMENT APPENDIX**

**Designated Employees**

**Designated Employees**

**BUILDING AND SAFETY DIVISION**

Assistant Building and Safety Manager	1
Building and Safety Manager	1
Building Inspector I, II (Certified)	2, 4
Building Plans Engineer	2, 4
Building Plans Examiner	2, 4
Community Services Specialist I, II	2, 4
Resilient Buildings Program Manager	1
Senior Building Inspector	2, 4
Senior Building Plans Engineer	2, 4
Supervising Building Inspector	2, 4

**HOUSING CODE ENFORCEMENT DIVISION**

Assistant Inspector	1
Assistant Management Analyst	1
Housing Inspector I, II (Certified)	1
Senior Housing Inspector (Certified)	1

**LAND USE PLANNING DIVISION**

Assistant Planner	1
Associate Planner	1
Land Use Planning Manager	1
Planning Technician	1
Principal Planner	1
Senior Planner	1

**Designated Employees****Designated Employees****OFFICE OF ENERGY AND SUSTAINABLE DEVELOPMENT**

Associate Management Analyst	2, 4
Community Services Specialist I, II, III	2, 4
Energy Program Manager	1

**OFFICE OF THE DIRECTOR / ADMINISTRATION**

Administrative and Fiscal Services Manager	1
Assistant Management Analyst	1
Associate Management Analyst	1
Community Services Specialist II	2, 4
Deputy Director of Planning and Development	1
Director of Planning and Development	1

**PERMIT SERVICE CENTER**

Permit Center Coordinator	1
Permit Specialist	2, 4
Senior Permit Specialist	2, 4

**TOXICS MANAGEMENT DIVISION**

Hazardous Materials Manager	1
Hazardous Materials Specialist I, II	3

## Disclosure Categories

### Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

### Category 2

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income has an interest in real property or is in the building and construction industry, including but not limited to architects, developers, contractors, sub-contractors, materials suppliers or consultants.

### Category 3

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects or disposes of hazardous and toxic materials; or
- (b) provides consulting services in the areas of source reduction and recycling, and the management, treatment and disposal of hazardous wastes and materials.

### Category 4

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or
- (b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

## POLICE DEPARTMENT APPENDIX

<b>Designated Employees</b>	<b>Disclosure Categories</b>
Administrative & Fiscal Services Manager	1
Chief of Police	1
Deputy Police Chief	1
Police Captain	1

### **Disclosure Categories**

#### **Category 1**

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

## PUBLIC WORKS DEPARTMENT APPENDIX

Designated Employees	Categories
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### ENGINEERING DIVISION

Assistant Civil Engineer (Registered)	2, 4
Assistant Management Analyst	3
Assistant Public Works Engineer	2
Associate Civil Engineer	2, 4
Building Inspector	1, 6
Chief of Party	2
Engineering Inspector	2, 6
Engineering Technician	2, 4
Environmental Compliance Specialist	2, 4
Junior Public Works Engineer	2
Manager of Engineering	1, 4
Senior Building Inspector	2, 6
Senior Drafting Technician	2, 4
Senior Engineering Inspector	2, 6
Supervising Civil Engineer	1, 4, 6

### EQUIPMENT MAINTENANCE DIVISION

Equipment Maintenance Superintendent	2, 4
Senior Equipment Supervisor	3

### FACILITIES MANAGEMENT DIVISION

ADA Program Coordinator	2, 4
Building Maintenance Supervisor	3, 6
Communications Supervisor	1
Electrical Supervisor	1, 4



## Public Works Department Appendix

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## Designated Employees

## Categories

**FACILITIES MANAGEMENT DIVISION (CONTINUOUS)**

Environmental Compliance Specialist	3, 7
Facilities Maintenance Superintendent	2, 6
Lead Communications Technician	1
Senior Building Maintenance Supervisor	3, 6
Senior Electrical Supervisor	1, 4

**OFFICE OF THE DIRECTOR**

Administrative & Fiscal Services Manager	1
Assistant Management Analyst	2
Associate Management Analyst	2
Community Development Project Coordinator	1, 4
Deputy Director of Public Works	1
Director of Public Works	1
Disability Services Specialist	2, 4
Occupational Health and Safety Officer	2, 3
Public Works Operations Manager	1, 4
Senior Management Analyst	2
Solid (Zero) Waste and Recycling Manager	1, 5

**STREETS DIVISION**

Assistant Management Analyst	2, 4
Public Works Maintenance Superintendent	2
Public Works Supervisor	3
Senior Public Works Supervisor	3
Sewer Maintenance Assistant Supervisor	3

## Public Works Department Appendix

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## Designated Employees

## Categories

**TRANSPORTATION DIVISION**

Assistant Management Analyst	2
Assistant Planner	2, 4
Assistant Transportation Engineer	2, 4
Associate Civil Engineer	2, 4
Associate Planner	1
Associate Transportation Engineer	2, 4
Deputy Director of Public Works	1
Parking Meter Maintenance and Collection Supervisor	2
Parking Services Manager	2
Principal Planner	1
Senior Planner	1
Senior Public Works Supervisor	3
Supervising Traffic Engineer	1, 4
Traffic Maintenance Supervisor	2

**ZERO WASTE DIVISION**

Associate Management Analyst	2
Environmental Compliance Specialist	1
Field Representative	2
Public Works (Zero Waste) Operations Manager	1, 4, 5
Recycling Program Manager	3, 5
Senior Solid (Zero) Waste Supervisor	2
Solid (Zero) Waste and Recycling Manager	1, 5
Solid (Zero) Waste Supervisor	3, 5

**Public Works Department Appendix**

**Disclosure Categories**

**Category 1**

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

**Category 2**

Designated employees assigned to this category shall disclose entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides goods or services of the type used by any division or program of the Public Works Department.

**Category 3**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Public Works Department to which the designated employee is assigned.

**Category 4**

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or
- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

**Public Works Department Appendix**

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**Disclosure Categories Continuous****Category 5**

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which:

- (a) collects or hauls solid waste;
- (b) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility;
- (c) engages in solid waste recycling activities; or
- (d) acts as a consultant to entities or organizations engaged in the above activities.

**Category 6**

Designated employees assigned to this category shall disclose any interest in real property located in an area of Berkeley in which the utility lines have not been undergrounded. In addition, they shall disclose business entities, or non-profit organizations, in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity or source of income is a public utility company which does any work related to the provision of utility services, is a construction company or subcontractor of such company or has an interest in real property in an area of Berkeley in which the utility lines have not been undergrounded.

**Category 7**

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects, stores, or disposes of hazardous or toxic materials; or
- (b) provides consulting services in the areas of source reduction or recycling, or the management, treatment or disposal of hazardous wastes or materials.

**RENT STABILIZATION BOARD APPENDIX**

**DESIGNATED OFFICIALS - BOARD MEMBERS**

**CATEGORIES**

Commissioners (Board Members)

1, 2, 3

**DESIGNATED EMPLOYEES**

**CATEGORIES**

Administrative and Fiscal Services Manager

2,3

Assistant Management Analyst

2, 3

Associate Management Analyst

2, 3

Associate Planner

2, 3

Community Services Specialist II, III

2, 3

Executive Director

1, 2, 3

General Counsel

1, 2, 3

Hearing Examiners

2, 3

Senior Hearing Examiner

2, 3

Senior Management Analyst

2, 3

Senior Planner

2, 3

Staff Attorneys II & III

1, 2, 3

**Disclosure Categories**

**Category 1**

Designated employees assigned to this category shall disclose:

- (a) All investment and interest in, and all sources of income from real property including but not limited to ownership, sale, management, transfer or exchange.
- (b) All investments in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property.
- (c) Any management position including but not limited to a director, officer, partner or trustee in any business entity or non-profit organization subject to or potentially affected by the regulatory authority of the Rent Board.
- (d) The assuming office statement shall disclose all interests and dealings in real property, including but not limited to ownership, sale, management, transfer or exchange, and interests in entities whose primary purpose is the ownership, sale, management, transfer or exchange of real property, during the previous three years.

**Category 2**

Designated employees assigned to this category shall disclose:

- (a) All investments and interests in and all sources of income from real property, including but not limited to ownership, sale, management, transfer or exchange, subject to the regulatory authority of the Rent Board.
- (b) All investments and business positions in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property, subject to the regulatory authority of the Rent Board.

**Category 3**

Designated employees assigned to this category shall disclose investments and business positions in business entities, non-profit organizations and sources of income, including gifts, loans and travel payments of the type which, within the past two years, have contracted with the City of Berkeley to provide services, supplies, materials, machinery or equipment to the Board.







## BOARD OF LIBRARY TRUSTEES APPENDIX

### Designated Officials

Members of the Board

### Disclosure Category

Members of the Board shall disclose any interest in real property within a 1/2 mile of any Berkeley municipal library. In addition, members of the Board shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel-payments; if the business entity, non-profit organization, or source of income is of the type which:

- 1) manufactures, repairs, distributes, sells, leases or otherwise markets library materials and equipment including, but not limited to, books, periodicals, art slides or prints, records, and cataloguing equipment or systems; or
- 2) has contracted with the Berkeley Library Department within the previous two years to provide any other kinds of goods or services to the Department.

## CANNABIS COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose:

- 1) All interests in real property located in the City of Berkeley; or
- 2) Any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income is of the type which:
  - a) manufactures, distributes, sells, installs, or otherwise markets equipment or supplies for cultivation or consumption of the plant Cannabis sativa L. or any of its derivatives; or
  - b) operates any cannabis business or organization, including collectives and dispensaries; or
  - c) engages in activities or provides services that involve planting, cultivating, harvesting, transporting, dispensing, delivering, selling at retail or wholesale, manufacturing, compounding, converting, processing, preparing, storing, packaging, or testing, any part of the plant Cannabis sativa L. or any of its derivatives.

## CIVIC ARTS COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities, and non-profit organizations in which they have an investment, or in which they are a director, officer, partner, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- 1) has applied for, is receiving, or within the previous two years has received, funds through the City to advance the Arts in Berkeley; or
- 2) has profited from the creation, production, sale, or display of any artistic endeavor;  
or
- 3) has provided services, goods, or equipment to artistic endeavors.

## COMMISSION ON AGING APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income has applied for, is receiving or within the previous two years has received funds through the City of Berkeley to provide services to the aging. In addition, members of the Commission shall disclose any interest in real property located within 1/4 mile of any of the Berkeley Senior Centers.

## COMMISSION ON DISABILITY APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they hold an investment or in which they are a director, officer, partner, trustee, employee or have any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income within the previous two years has provided services, goods, or equipment to disabled persons.

## COMMISSION ON LABOR APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- 1) is a union or other organization which represents or has sought to represent employees or management in collective bargaining; or
- 2) has applied for, is receiving, or within the previous two years has received funds through the City of Berkeley to provide services to organizations whose purpose is to serve the legal rights and economic interests of labor.

## COMMUNITY HEALTH COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity or non-profit organization provides goods or services relating in any way to the provision, administration or financing of health care or health planning, education and information.

## DESIGN REVIEW COMMITTEE APPENDIX

### Designated Officials

Members of the Committee

### Disclosure Category

All members of the committee shall disclose any interest in real property consisting in whole or in part of a building located in any commercially zoned area in the City of Berkeley. In addition, members of the Committee shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income has an interest in real property consisting in whole or in part of a building located in a commercially zoned area; derives income from the sale of construction supply materials; or performs construction services or renovation services including landscaping, architectural, and interior decorating.



## DISASTER AND FIRE SAFETY COMMISSION APPENDIX

### Designated Officials

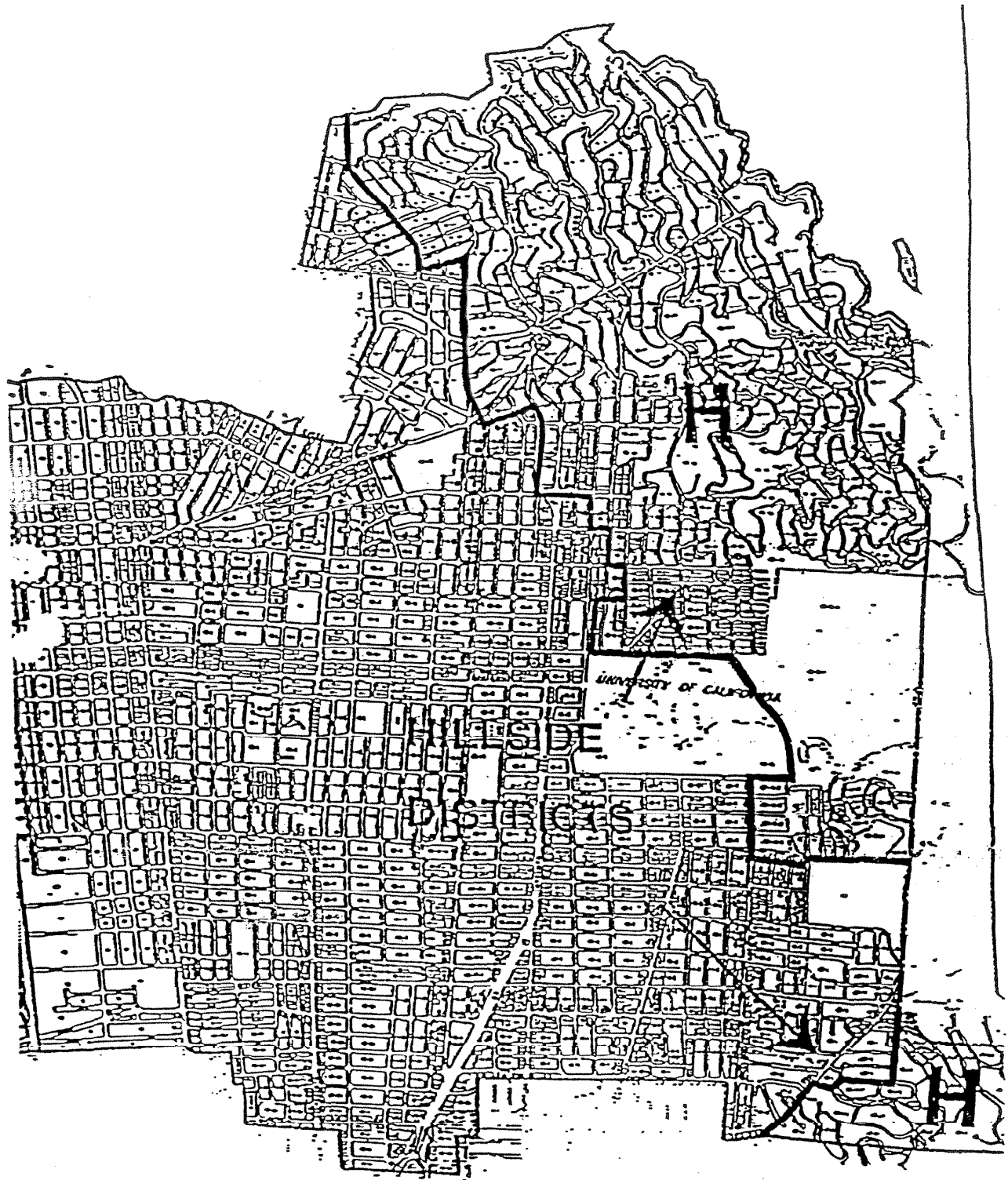
Members of the Commission

### Disclosure Category

All members of the Commission shall disclose all interests in real property located in the City of Berkeley.

In addition, members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- 1) manufactures, distributes, sells, leases, or otherwise provides goods or services that may be used in planning, preparing for or responding to a disaster or emergency as defined in BMC Ch. 2.88.020; or
- 2) provides consulting services in the areas of disaster management or disaster preparedness; or
- 3) offers disaster preparedness, fire service, or emergency medical services training courses; or
- 4) acts as a consultant to organizations engaged in fire inspection, fire prevention, code enforcement, chipper and debris removal, landscaping or any other fire preparedness service; or
- 5) provides architectural, engineering or construction work in the areas of seismic retrofitting, upgrades or disaster recovery.



ATTACHMENT A TO DISASTER AND FIRE SAFETY COMMISSION

## ELMWOOD BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD APPENDIX

### Designated Officials

Members of the Board

### Disclosure Category

All members of the Board shall disclose all interests in real property located in or within one mile of the Elmwood Business Improvement District as defined in Attachment A to this Appendix, and any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income; if the business entity, non-profit organization, or source of income is:

- 1) located in or within one mile of the Elmwood Business Improvement District; or
- 2) has an interest in real property located in or within one mile of the Elmwood Business Improvement District; or
- 3) does business, has done business within the previous two years, or plans to do business in or within one mile of the Elmwood Business Improvement District, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals located in or within one mile of the Elmwood Business Improvement District.

ATTACHMENT A

ELMWOOD BUSINESS IMPROVEMENT DISTRICT  
ADVISORY BOARD APPENDIX

**7.84.030 Boundaries of district.**

The boundaries of the District are as specified in this section and in the District's Boundary Map attached to the ordinance codified in this chapter and on file with the office of the City Clerk.

Western Boundary. A line connecting the western edge of all parcels fronting on the western side of College Avenue in the C-E zoning district from 2832 College to 2992 College but including the City-owned Elmwood parking lot that is accessed from Russell Street, and addresses on Ashby from 2629 to 2648. The parcels along the western boundary are as follows:

Assessor's Book 053:

Block 1695: Parcels 11, 12-1, and 12-2.

Assessor's Book 052:

Block 1568: Parcels 3, 4-1, 5-1, 5-2, 6-2, 7, 9, 11-1, 12-1, 49, 50, 51, 52, 53, 55, and 56.

Block 1573: Parcels 2, 4-1, 6, 14, 15, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, and 103.

Eastern Boundary. A line connecting the eastern edge of all parcels fronting on the eastern side of College Avenue from 2887 College Avenue to 2999 College Avenue and 2701 Webster Street. The parcels along the eastern boundary are as follows:

Assessor's Book 053:

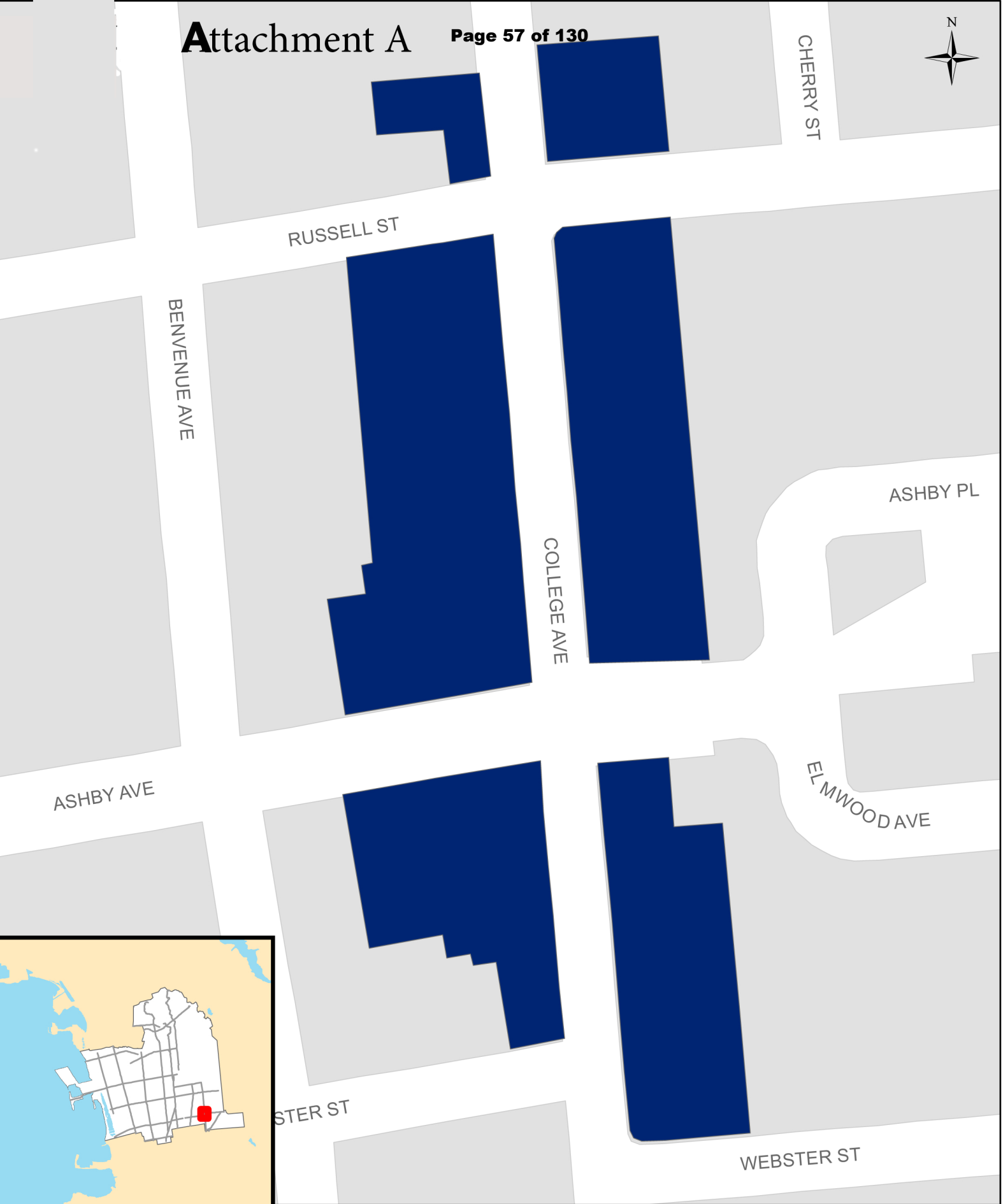
Block 1696: Parcel 15.

Assessor's Book 052:

Block 1567: Parcels: 16, 17, 18, 19, 20, 21, 22, 23, 24, 62, 63, 64, 66, 67, 68, 87, 88, 89, 90, and 91.

Southern Boundary. Webster Street.

Northern Boundary. A line connecting the northern edge of parcel 053-1695-011 (2832 College) on the western side of College and the northern edge of parcel 053-1696-015 (2887 College) on the eastern side of College. (Ord. 7317-NS § 3 (part), 2013)



# ELMWOOD BUSINESS IMPROVEMENT DISTRICT

0 EXHIBIT B-10 7,600 Meters

September 10, 2013



## ENVIRONMENT AND CLIMATE COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- 1) is engaged in the building construction trades; or
- 2) manufactures, distributes, sells, installs, or otherwise markets equipment for energy conservation or alternative energy development; or
- 3) provides services, including but not limited to design, repair, advocacy, financial, or consultation services, in the areas of energy conservation or alternative energy development; or
- 4) produces, uses, collects or disposes of hazardous and toxic materials; or
- 5) provides consulting services in the areas of source reduction and recycling, and the management, treatment and dispersal of hazardous wastes and materials.

**FAIR CAMPAIGN PRACTICES COMMISSION APPENDIX  
OPEN GOVERNMENT COMMISSION APPENDIX**

**Designated Officials**

Members of the Commission

**Disclosure Category**

All members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is required to file campaign reports under the Berkeley Election Reform Act of 1974, acts as a consultant on campaign matters, or is subject to regulation under the Lobbyist Registration Act.



## HOMELESS SERVICES PANEL OF EXPERTS

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the commission shall disclose all interests in real property located in the City of Berkeley.

In addition, members of the commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- 1) is engaged in serving the housing or social welfare needs of the homeless in the City of Berkeley; or
  - a. (2) owns or manages real property in Berkeley; or
  - b. (3) derives income from the sale of construction materials, or performs construction or renovation services, including landscaping, architectural, and interior decorating.

## HOUSING ADVISORY COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Board shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## HUMAN WELFARE AND COMMUNITY ACTION COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to serve the social welfare needs of the people of Berkeley.

## INDEPENDENT REDISTRICTING COMMISSION

### Designated Officials

Members of the Commission

### Disclosure Categories

Members of the Commission shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## JOINT POWERS FINANCING AUTHORITY APPENDIX

### Designated Officials

Members of the Authority

### Disclosure Category

Members of the Authority shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## LANDMARKS PRESERVATION COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose any interest in real property located in the City of Berkeley consisting in whole or in part of a building more than 40 years old. In addition, members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income has an interest in real property located in the City of Berkeley consisting in whole or in part of a building more than 40 years old.

## LOAN ADMINISTRATION BOARD APPENDIX

### Designated Officials

Members of the Board

### Disclosure Category

All members of the Board shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## MENTAL HEALTH COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which has received mental health funds administered by the City of Berkeley.

In addition, members of the Commission shall disclose any interest in real property located within 1/4 mile of any clinical mental health site operated by the City of Berkeley or supported in whole or in part by funds administered by the City of Berkeley.



## PARKS, RECREATION AND WATERFRONT COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- 1) is engaged in park design, construction, maintenance or renovation or in the manufacture, distribution or repair of park, recreation or playground equipment; or
- 2) is related to the work in the field of early childhood development, education, childcare, recreational programs and activities; or
- 3) is located on the Berkeley Waterfront; or
- 4) has an interest in real property on the Waterfront; or
- 5) provides services, goods, or equipment related to the care, treatment or control of animals; or
- 6) does business, has done business within the previous two years, or plans to do business with any city owned animal shelter, including but not limited to architects, engineers, building contractors, lawyers and others involved in projects or proposals connected with the building or modification of any City owned animal shelter; or
- 7) all interests in real property within  $\frac{1}{4}$  mile of any Berkeley park, mini-park or municipal recreation facility or within  $\frac{1}{4}$  mile of any open space suitable for development into a park or mini-park; or
- 8) all interests in real property located on or within  $\frac{1}{4}$  mile of the Berkeley Waterfront, including any leasehold interest in berths at the Berkeley Marina; or
- 9) does business, has done business within the previous two years, or plans to do business on the Berkeley Waterfront, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals on the Berkeley Waterfront.

## PEACE AND JUSTICE COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose business entities, non-profit organizations, and financial institutions in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- 1) has applied for, is receiving or within the previous two years has received funds through the City of Berkeley to serve the goal of creating a world community in which the relations between people are based on equality and respect for human rights, or the abhorrence of exploitation and oppression; or
- 2) has profited from the manufacture, sale, development, or testing of any weapon, or any device, substance, chemical, or geological agent, which is designed or used principally as a means of individual or mass destruction; or
- 3) is from individuals who control or serve as directors of financial institutions.

## PERSONNEL BOARD APPENDIX

### Designated Officials

Members of the Board

### Disclosure Category

All members of the Board shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or the source of income is:

- 1) a union or other organization which represents or has sought to represent employees in collective bargaining; or
- 2) a health plan, an insurance company, or a financial institution offering services of the type made available as fringe benefits to unrepresented employees of the City of Berkeley.

## PLANNING COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## POLICE ACCOUNTABILITY BOARD APPENDIX

### Designated Officials

Members of the Board

### Disclosure Category

All members of the Board shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- 1) manufactures, distributes, sells or otherwise markets weapons, ammunition, or other law enforcement equipment; or
- 2) is of the type which offers law enforcement training courses considered by the Commission; and
- 3) is a member of the Berkeley Police Department.

## REIMAGINING PUBLIC SAFETY TASK FORCE

### Designated Officials

Members of the Task Force

### Disclosure Categories

All members of the Task Force shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.

## SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD APPENDIX

### Designated Officials

Board Members

### Disclosure Category

All members of the Board shall disclose all interests in real property located on or within one mile of the Solano Avenue Business Improvement District as defined in Attachment A to this Appendix, and any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income; if the business entity, non-profit organization, or source of income is:

- 1) located in or within one mile of the Solano Avenue Business Improvement District; or
- 2) has an interest in real property located in or within one mile of the Solano Avenue Business Improvement District; and
- 3) does business, has done business within the previous two years, or plans to do business in or within one mile of the Solano Avenue Business Improvement District, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals located in or within one mile of the Solano Avenue Business Improvement District.

ATTACHMENT A

SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT  
ADVISORY BOARD APPENDIX

Boundaries of the Solano Avenue Business Improvement District

**ZONE A**

Includes all businesses on real estate parcels with frontage on Solano Avenue or in the C-SO zone between The Alameda and the Berkeley/Albany line.

Northern Boundary:

A line connecting the northern edges of all parcels fronting on the northern side of Solano Avenue or in the C-SO zone from the Albany Town Line to The Alameda. The parcels along the northern boundary are as follows:

Assessor's Map 62:

Block 2848: Parcels 13 and 14

Block 2870: Parcels 16,17-2, 18,19 and 20

Block 2872: Parcels 17,18,19, 20, 21, 22, 23, 24, 25 and 26

Block 2871: Parcels 7-2, 10, 11, 12-1, 15-1, 16-1, 19, 20, 21 and 22

Assessor's Map 61:

Block 2602: Parcels 2, 3-1, 3-2, 4, 5, 5-1, 6, 8, 9, 33-1, 35-4, 37, 38, 40-1, 43-1,44-1, 45, 46, 47, 48, 49, 50 and 51

Eastern Boundary

The western edge of The Alameda

Southern Boundary

1. A line connecting the southern edges of all parcels fronting on the southern side of Solano Avenue or in the C-SO zone from The Alameda to the Albany Town Line. The parcels along the southern boundary are as follows:

Assessor's Map 61

Block 2603: Parcels 1,3-3 and 4

Block 2611: Parcels 1-2, 4, 25-3, 25-4 and 28-1

Block 2612: Parcels 1 and 2

Block 2613: Parcels 1-1, 5-1 and 6

Block 2614: Parcels 1, 2, 3, 4 and 22 through 28

2. The northern edge of Solano Avenue from Tulare Avenue to a point approximately 100 feet west of Neilson Street.



ATTACHMENT A

SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT  
ADVISORY BOARD APPENDIX

Western Boundary

The Albany Town Line

**ZONE B**

Includes all businesses within the boundaries of the District on parcels not fronting on Solano Avenue between The Alameda and the Berkeley/Albany line or in the C-SO zone. The boundaries of the Zone B areas are as follows:

Area 1

A line around the three parcels immediately south of Zone A on the western edge of The Alameda. This area includes the following parcels:

**Assessor's Map 61**

Block 2603: Parcels 5, 6, and 7

Area 2

A line around the block enclosed by the eastern edge of The Alameda, the southern edge of Solano Avenue, the western edge of Contra Costa Avenue and the northern Edge of Los Angeles Avenue. This area includes the following parcels:

**Assessor's Map 61**

Block 2575: Parcels 40-1, 41, 42, 43 and 44

Area 3

A line around Parcel 3-7, Block 2571, Assessor's Map 61



## SUCCESSOR AGENCY APPENDIX

### Designated Officials and Employees

### Disclosure Categories

Members of the Successor Agency

1

Staff of the Agency

1

### Disclosure Categories

#### Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans and travel payments.

## **SUGAR-SWEETENED BEVERAGE PRODUCT PANEL OF EXPERTS APPENDIX**

### **Designated Officials**

Members of the Commission

### **Disclosure Category**

All members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income:

- 1) provides services related to youth food and nutrition programs or school-based food and nutrition programs; or
- 2) provides childhood nutrition education; or
- 3) employment by or income from Berkeley Unified School District; or
- 4) provides health care services that address diabetes, weight or other conditions that result from consumption of sugar; and
- 5) conducts public health research related to categories 1, 2 or 3 above.

## TRANSPORTATION AND INFRASTRUCTURE COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

All members of the Commission shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all sources of income, including gifts, loans, and travel payments; and all interests in real property located in the City of Berkeley.

## ZERO WASTE COMMISSION APPENDIX

### Designated Officials

Members of the Commission

### Disclosure Category

Members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- 1) collects or hauls solid waste; or
- 2) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility; or
- 3) engages in solid waste recycling activities; and
- 4) acts as a consultant to entities or organizations engaged in the above activities.

## ZONING ADJUSTMENTS BOARD APPENDIX

### **Designated Officials**

Members of the Board

### **Disclosure Categories**

All members of the Board shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property located in the City of Berkeley; and all sources of income, including gifts, loans, and travel payments.





## CONSULTANTS APPENDIX<sup>1</sup>

### Designated Employees

### Disclosure Categories

**Consultants who make (not just recommend) governmental decisions,** such as whether to approve a rate, rule, or regulation, whether to issue, deny, suspend, or revoke any permit, license, application, certificate or similar authorization, adopt or grant City approval to a plan, design, report, study, or adopt or grant City approval of policies, standards, or guidelines for the City or any subdivision thereof

1

**Consultants who act in a staff capacity with the City,** and in that capacity perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a designated position in the City's Conflict of Interest Code.

Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.

### Category 1

Designated consultants assigned to this category shall disclose:

- (a) All business entities or non-profit corporations in which they are a director, officer, partner, trustee, employee or hold a position of management; interests in real property, investments; and income, including gifts, loans and travel payments.<sup>2</sup>
- (b) When the consultant is a corporation or partnership, only individuals from the firm that participate in City decisions or act in a staff capacity must file disclosure statements.

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<sup>1</sup> Only consultants who make a governmental decision or act in a staff capacity as defined in 2 Cal. Code Regs. Section 18701, as amended from time to time, shall be subject to economic disclosure requirements.

<sup>2</sup> Consultants who make governmental decisions shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The chief executive officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The chief executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



## RETIRED ANNUITANT APPENDIX

### Designated Employees

### Disclosure Categories

Retired Annuitants who perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a designated position in the City's Conflict of Interest Code.

\*

### Disclosure Categories

\*Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.



**EXHIBIT E - LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE  
DEPARTMENT, COMMISSION, CONSULTANT, AND RETIRED ANNUITANT APPENDICES**

<b>EXHIBIT</b>	<b>DEPARTMENT</b>
A-1	Auditor Department
A-2	City Attorney Office
A-3	City Clerk Department
A-4	City Manager Office
A-5	Department of Information Technology
A-6	Finance Department
A-7	Fire and Emergency Services
A-8	Health, Housing & Community Services Department
A-9	Human Resources Department
A-10	Library Department
A-11	Mayor and Council
A-12	Office of the Director of Police Accountability
A-13	Parks, Recreation and Waterfront Department
A-14	Planning and Development Department
A-15	Police Department
A-16	Public Works Department
A-17	Rent Stabilization Board

**EXHIBIT E - LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE  
DEPARTMENT, COMMISSION, CONSULTANT, AND RETIRED ANNUITANT APPENDICES**

<b>EXHIBIT</b>	<b>BOARDS &amp; COMMISSIONS</b>
B-1	Board of Library Trustees
B-2	Cannabis Commission
B-3	Civic Arts Commission
B-4	Commission on Aging
B-5	Commission on Disability
B-6	Commission on Labor
B-7	Community Health Commission
B-8	Design Review Committee
B-9	Disaster and Fire Safety Commission
B-10	Elmwood Business Improvement District Advisory Board
B-11	Environment and Climate Commission
B-12	Fair Campaign Practices Commission - Open Government Commission
B-13	Homeless Services Panel of Experts
B-14	Housing Advisory Commission
B-15	Human Welfare and Community Action Commission
B-16	Independent Redistricting Commission
B-17	Joint Powers Financing Authority
B-18	Landmarks Preservation Commission
B-19	Loan Administration Board
B-20	Mental Health Commission
B-21	Parks, Recreation and Waterfront Commission
B-22	Peace and Justice Commission
B-23	Personnel Board
B-24	Planning Commission

**EXHIBIT E - LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE  
DEPARTMENT, COMMISSION, CONSULTANT, AND RETIRED ANNUITANT APPENDICES**

**EXHIBIT      BOARDS & COMMISSIONS CONTINEOUS**

- B-25      Police Accountability Board
- B-26      Reimagining Public Safety Task Force
- B-27      Solano Avenue Business Improvement District Advisory Board
- B-28      Successor Agency
- B-29      Sugar-Sweetened Beverage Product Panel of Experts
- B-30      Transportation and Infrastructure Commission
- B-31      Zero Waste Commission
- B-32      Zoning Adjustments Board

**EXHIBIT      CONSULTANT**

- C-1      Consultant

**EXHIBIT      RETIRED ANNUITANT**

- D-1      Retired Annuitant





**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
Audit Manager	1						
Auditor I & II	1						
City Auditor	1						
Deputy City Auditor for Payroll Management	1						
Senior Auditor	1						
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)						NOTES

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

The Form Requires No Amendments:  x

Name: Jenny Wong

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9-Aug-23

**Page 94 of 130**  
**2023 City Attorney Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
Assistant City Attorney	1						
City Attorney	1						
Deputy City Attorney I, II, III	1						
Paralegal	1						
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)					NOTES	
Assistant to the City Attorney	1					Council Meeting 10/11/2022; Resolution No. 70,561–N.S.	
Deputy City Attorney IV	1					Council Meeting 11/15/2022; Resolution No. 70,597–N.S.	

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is

Approved:

X

Added disclosure categories for new positions added since 6/1/2021

The Form Requires No Amendments:

Name:

Samuel Harvey

Dept. Director's Affirmation:

I hereby affirm that I personally reviewed this report

Date:

Sep. 6, 2023

Page 95 of 130  
**2023 City Clerk Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
Assistant City Clerk	1								
Assistant Management Analyst	1	X							
City Clerk	1								
Deputy City Clerk	1								

POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)	NOTES
None		

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

X

The Form Requires No Amendments:

Name: Mark Numainvile

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 7/28/2023

Page 96 of 130  
**2023 City Manager Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>ADMINISTRATION</b>					
Administrative Hearing Examiner	1				
Assistant City Manager		X			Not Listed for CMO Positions
Assistant Management Analyst		X			There is only one Asst Mgmt Analyst positoin; which is under Office of Economic Development below
Assistant to the City Manager	1				
Associate Management Analyst	4				Moved to Office of Budget and Fiscal Management below
City Manager	1				
Community Services Specialist II	2				
Deputy City Manager	1				
Digital Communications Coordinator	1				
Health Services Program Specialist	3	X			Removed from position list for FY23/24
Senior Management Analyst	1				

**Page 97 of 130**  
**2023 City Manager Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>ANIMAL CARE SERVICES</b>					
Animal Services Manager	1				
Registered Veterinary Technician	1				
<b>CODE ENFORCEMENT GROUP</b>					
Code Enforcement Officer	1				
Code Enforcement Supervisor	1				
<b>OFFICE OF ECONOMIC DEVELOPMENT</b>					
Assistant Management Analyst	1				
Civic Arts Coordinator	1				
Community Development Project Coordinator	1				
Economic Development Project Coordinator	1				
Manager of Economic Development	1				
<b>OFFICE OF BUDGET AND FISCAL MANAGEMENT</b>					
Budget Manager	1				
Associate Management Analyst	1				Moved from Administration above
Senior Management Analyst	1				

**Page 98 of 130**  
**2023 City Manager Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)				NOTES
Senior Economic Development Project Coordinator	1				Council Meeting 6/14/2022; Resolution No. 70,408–N.S.
Program Manager I and II	1				Council Meeting 10/12/2021; Resolution No. 70,064–N.S.
Diversity, Equity, and Inclusion Officer (Also created new Diversity, Equity and Inclusion Division within the City Manager's Office)	1				Council Meeting 10/11/2022; Resolution No. 70,560–N.S.
Homeless Services Coordinator	1				This position was transferred from HHCS to the CM's Office (Neogov req# Requisition# 2021-00369)

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is Approved:

X
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The Form Requires No Amendments:

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Name: Dee Williams-Ridley

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9/1/2023

**Page 99 of 130**  
**2023 Department of Information Technology Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
Application Programmer Analyst II	1				
Customer Service Manager	1				
Database Administrator	1				
Director of Information Technology	1				
Information Security Manager	1				
Information Systems Manager	1				
Senior Information Systems Specialist	1				
Senior Management Analyst	1				
Senior Systems Analyst	1				

**Page 100 of 130**  
**2023 Department of Information Technology Review Form**

POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)	NOTES
Program Manager I and II	1	Council Meeting 10/12/2021; Resolution No. 70,064-N.S.

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is Approved:

The Form Requires No Amendments:

Name: Kevin Fong

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 6-Sep-23



**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT
2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		NOTES
		TITLE REVISION (List new titles in notes)					
<b>ADMINISTRATION</b>							
Director of Finance	1						
Senior Systems Analyst	1						
Systems Accountant	1						
<b>ACCOUNTING DIVISION</b>							
Accounting Manager	1						
Senior Accountant	2						
<b>TREASURY DIVISION</b>							
Revenue Development Specialist II	1						
Revenue Development Supervisor	1						Vacant since April 2021
Treasury Manager	1						
<b>REVENUE COLLECTIONS DIVISION</b>							
Revenue Collection Manager	1						

2023 Finance Department Review Form

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
<b>GENERAL SERVICES DIVISION</b>									
Buyer	1								
Contract Administrator	1								
General Services Manager	1								
Senior Buyer	1								
<b>POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021</b>	<b>CATEGORY (REQUIRED)</b>								<b>NOTES</b>

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is

Approved:

X
---

The Form Requires No Amendments:

X
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Name:

HENRY OYEKAMI

Dept. Director's Affirmation:

I hereby affirm that I personally reviewed this report

Date:

8/15/2023

**Page 103 of 130**  
**2023 Fire and Emergency Services Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

1. IF THERE ARE **NO** CHANGES, COMPLETE **ONLY** THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT  
 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>FIRE - OFFICE OF THE CHIEF</b>					
Administrative & Fiscal Services Manager	1				
Associate Management Analyst	3				
Fire Captain I/II	2, 3	X			This classification does not live within this Division
Fire Chief	1				
<b>TRAINING</b>					
Assistant Fire Chief	1				
Fire Captain I/II	2, 3				
Paramedic Supervisor	2, 3	X			This classification does not live within this Division
<b>OPERATIONS</b>					
Assistant Fire Chief	1				
Battalion Chief	1				
Deputy Fire Chief	1				
Fire Captain I/II	2, 3				
<b>FIRE PREVENTION</b>					
Assistant Management Analyst	2, 4				
Deputy Fire Marshal	1				
Fire and Life Safety Plans Examiner	2, 4				
Fire Marshal	1				
Fire Prevention Inspectors	2				
<b>SPECIAL OPERATIONS DIVISION OFFICE OF EMERGENCY SERVICES/EMERGENCY MEDICAL SERVICES</b>					
These divisions are not tied together					
Assistant Fire Chief	1			X	This classification was replaced with a Program Manager II
Emergency Services Coordinator	4				
<b>EMERGENCY MEDICAL SERVICES</b>					
This division was separated and is now stand-alone					
Assistant Fire Chief	1				
Fire Captain I/II	2, 3				one existing, one new FTE
Paramedic Supervisor	2, 3				

**Page 104 of 130**  
**2023 Fire and Emergency Services Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>WILDLAND URBAN INTERFACE</b>					<i>This division is new</i>
Assistant Fire Chief	1				
Fire Prevention Inspectors	2				
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021					
CATEGORY (REQUIRED)	NOTES				
Program Manager I and II	1				Council Meeting 10/12/2021; Resolution No. 70,064-N.S. [ <a href="#">Add to OES, replace the Assistant Chief</a> ]
Principal Program Manager	1				Council Meeting 10/11/2022; Resolution No. 70,559-N.S. [ <a href="#">Add to the Office of the Fire Chief</a> ]
Communications Specialist	4				Council Meeting 9/14/2021; Resolution No. 70,019-N.S. [ <a href="#">Add to the Office of the Fire Chief</a> ]
Limited Term Emergency Medical Technician	n/a				Council Meeting 1/18/2022; Resolution No. 70,185-N.S. [ <a href="#">Add to Operations Division - I do not believe they would be required to report.</a> ]
Single Function Paramedic	n/a				Council Meeting 1/18/2022; Resolution No. 70,186-N.S. [ <a href="#">Add to Operations Division - I do not believe they would be required to report.</a> ]
Emergency Medical Services Quality Improvement & Education Coordinator	2, 3				Council Meeting 1/18/2022; Resolution No. 70,187-N.S. [ <a href="#">Add to EMS Division</a> ]

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

X

The Form Requires No Amendments:

Name: David Sprague

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 8/25/2023

Page 105 of 130  
**Health, Housing and Community Services Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>OFFICE OF THE DIRECTOR</b>					
Accounting Office Specialist Supervisor	4				
Administrative & Fiscal Services Manager	1				
Associate Management Analyst	2				
Community Services Specialist I	4, 6				
Community Services Specialist III	4, 6, 8				
Deputy Director of Health, Housing & Community Services	1				
Director of Health, Housing & Community Services	1				
Epidemiologist	8				
Health Officer	1				
Health Services Program Specialist	3				
Public Health Program Physician/Deputy Health Officer	1, 6				
Senior Health Management Analyst	4, 6				

**Page 106 of 130**  
**Health, Housing and Community Services Department Form Review**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>OFFICE OF THE DIRECTOR (CONT.)</b>					
Senior Health Services Program Specialist	4, 6				
Senior Management Analyst	2				
Supervising Public Health Nurse	4, 6				
<b>AGING SERVICES DIVISION</b>					
Manager of Aging Services	1				
Mental Health Clinical Supervisor	4, 6				
Senior Citizen Center Director	4, 6				
Senior Health Services Program Specialist	4, 6				
Transportation Services Coordinator	4, 6				
<b>HOUSING AND COMMUNITY SERVICES DIVISION</b>					
Associate Management Analyst	6				
Associate Planner	8				
Building Inspector I (Certified)	1				
Community Development Project Coordinator	1				

**Page 107 of 130**  
**Health, Housing and Community Services Department Form Review**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>HOUSING AND COMMUNITY SERVICES DIVISION (CONT.)</b>					
Community Services Specialist II & III	8				
Homeless Services Coordinator	8				
Manager of Housing and Community Services	1				
Senior Community Development Project Coordinator	1				
Senior Management Analyst	2				
<b>ENVIRONMENTAL HEALTH DIVISION</b>					
Environmental Health Supervisor	1				
Manager of Environmental Health	1				
Registered Environmental Health Specialist	8				
Senior Environmental Health Specialist	1				
Vector Control Technician	8				
<b>MENTAL HEALTH DIVISION</b>					
Assistant Manager of Mental Health Services	1				
Community Services Specialist II	4				

**Page 108 of 130**  
**Health, Housing and Community Services Department Form Review**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>MENTAL HEALTH DIVISION (CONT.)</b>					
Health Services Program Specialist	2				
Manager of Mental Health Services	1				
Mental Health Clinical Supervisor	4, 6				
Mental Health Program Supervisor	2				
Supervising Mental Health Nurse	4, 6				
Supervising Psychiatrist	1				
<b>PUBLIC HEALTH DIVISION</b>					
Community Services Specialist I	4, 8				
Community Services Specialist III	4, 6				
Epidemiologist	8				
Health Nutrition Program Coordinator	4, 6				
Health Services Program Specialist	3				
Health Services Supervisor	1				
Manager of Public Health Services	1				
Senior Health Services Program Specialist	4, 6				
Supervising Public Health Nurse	4, 6				



# Health, Housing and Community Services Department Form Review

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)				NOTES
Program Manager I and II	<u>1</u>				Council Meeting 10/12/2021; Resolution No. 70,064-N.S.
Principal Program Manager	<u>1</u>				Council Meeting 10/11/2022; Resolution No. 70,559-N.S.
Medical Doctor	<u>excluded</u>				Council Meeting 1/17/2023; Resolution No. 70,660-N.S.

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is Approved:

✓
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The Form Requires No Amendments:

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Name: Amy Davidson A.M. Davidson

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: \_\_\_\_\_

Date: 8/17/2023

Page 110 of 130  
**Human Resources Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

1. IF THERE ARE **NO CHANGES**, COMPLETE **ONLY** THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT
2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>DEIGNATED EMPLOYEES</b>					
Director of Human Resources	1				
Employee Relations Manager	1				
Equal Employment, Opportunity & Diversity Officer	1				
Human Resources Manager	1				
Occupational Health and Safety Officer	2, 3				
Occupational Health and Safety Specialist	3				
Senior Human Resources Analyst	2, 3				
Training Officer	2				
Worker's Compensation Analyst	3				
<b>BENEFITS DIVISION</b>					
Associate Human Resources Analyst	3				

Page 111 of 130  
**Human Resources Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)				NOTES
Associate Human Resources Analyst (Recruitment / Exams)	2				These positions are not newly added, but changes to recruitment and testing practices necessitate their inclusion.

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

x
---

The Form Requires No Amendments:

--

Name: Aram Kouyoumdjian

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9/6/2023

**Page 112 of 130**  
**Library Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>ADMINISTRATION SERVICES</b>					
Administrative & Fiscal Services Manager	1				
Deputy Director of Library Services	1				
Director of Library Services	1				
<b>CIRCULATION SERVICES DIVISION</b>					
Circulation Services Manager	1				
<b>CHILDREN'S / NEIGHBORHOOD SERVICES DIVISION</b>					
Library Services Manager	1				
<b>TECHNICAL SERVICES &amp; INFOMATION TECHNOLOGY</b>					
Library Information Systems Administrator	1				
Library Services Manager	1				

**Page 113 of 130**  
**Library Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>MAINTENANCE DIVISION</b>					
Senior Building Maintenance Supervisor	1				
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)				NOTES
Program Manager II	1				New Equity, Diversity, and Inclusion PM position

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

TM
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The Form Requires No Amendments:

--

Name: Tess Mayer

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9.6.23

**Office of the Director of Police Accountability REVIEW FORM**  
Page 114 of 130

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2021 UPDATE**

1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE SIGNATURE AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT
2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
Director of Police Accountability	1								
Office of the Director of Police Accountability Investigator	1								
Police Accountability Board Member	1								
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)							NOTES	
Associate Management Analyst (Policy Analyst)	1								
Associate Management Analyst (Data Analyst)	1								
Associate Management Analyst (Administrative Analyst)	1								

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

X
---

The Form Requires No Amendments:

--

Name: Hansel Aguilar

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9/6/2023



# PARKS, RECREATION AND WATERFRONT DEPARTMENT REVIEW FORM

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE **NO CHANGES**, COMPLETE **ONLY** THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT
- 2. IF THERE ARE **CHANGES**, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>OFFICE OF THE DIRECTOR</b>					
Assistant Civil Engineer (Registered)	1				
Associate Civil Engineer	1				
Capital Improvement Programs Manager	1				
Deputy Director	1				
Director of Parks, Recreation and Waterfront	1				
Senior Management Analyst	1				
Supervising Civil Engineer	1				

**Page 116 of 130**  
**PARKS, RECREATION AND WATERFRONT DEPARTMENT REVIEW FORM**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>PARKS DIVISION</b>					
Building Maintenance Supervisor	2, 3				
Parks Superintendent	1				
Senior Building Maintenance Supervisor	2, 3				
Senior Forestry Supervisor	2, 3				
Senior Landscape Gardener Supervisor	2, 3				
<b>RECREATION DIVISION</b>					
Aquatics Coordinator	3				
Aquatics Facilities Supervisor	3				
Camp Manager	2, 3, 4				
Recreation and Youth Services Manager	1				
Recreation Coordinator	3				
Recreation Program Supervisor	1				



**Page 117 of 130**  
**PARKS, RECREATION AND WATERFRONT DEPARTMENT REVIEW FORM**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		NOTES
<b>WATERFRONT DIVISION</b>							
Harbormaster	3, 5						
Waterfront Manager	1						
Waterfront Supervisor	2, 5						
<b>POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021</b>	<b>CATEGORY (REQUIRED)</b>					<b>NOTES</b>	

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:	
The Form Requires No Amendments:	X

Name: F. Scott Ferris



Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9/11/2023



**Page 119 of 130**  
**Planning and Development Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		NOTES
		TITLE REVISION (List new titles in notes)					
<b>LAND USE PLANNING DIVISION</b>							
Assistant Planner	1						
Associate Planner	1						
Land Use Planning Manager	1						
Planning Technician	1						
Principal Planner	1						
Senior Planner	1						
<b>BUILDING AND SAFETY DIVISION</b>							
Assistant Building and Safety Manager	1						
Building and Safety Manager	1						
Building Inspector I & II (Certified)	2, 4						
Building Plans Engineer	2, 4						
Building Plans Examiner	2, 4						
Community Services Specialist I & II	2, 4						
Resilient Buildings Program Manager	1						

Page 120 of 130  
**Planning and Development Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
<b>BUILDING AND SAFETY DIVISION (CONT.)</b>									
Senior Building Inspector	2, 4								
Senior Building Plans Engineer	2, 4								
Supervising Building Inspector	2, 4								
<b>TOXICS MANAGEMENT DIVISION</b>									
Hazardous Materials Manager	1								
Hazardous Materials Specialist I & II	3								
<b>OFFICE OF ENERGY AND SUSTAINABLE DEVELOPMENT</b>									
Associate Management Analyst	2, 4								
Community Services Specialist I, II, III	2, 4								
Energy Program Manager	1								
<b>HOUSING CODE ENFORCEMENT DIVISION</b>									
Assistant Management Analyst	1								
Housing Inspector	1	x						These positions were replaced by the new Housing Inspector classifications below. We don't have anyone in these classifications and they won't be used in the future..	
Housing Inspector (Certified)	1	x							
Housing Inspector Supervisor	1	x							

**Page 121 of 130**  
**Planning and Development Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021</b>	<b>CATEGORY (REQUIRED)</b>				
Assistant Inspector	1				Council Meeting 10/26/21; Resolution No. 70,083 –N.S.
Housing Inspector I (Certified)	1				Council Meeting 10/26/21; Resolution No. 70,083 –N.S.
Housing Inspector II (Certified)	1				Council Meeting 10/26/21; Resolution No. 70,083 –N.S.
Senior Housing Inspector (Certified)	1				Council Meeting 10/26/21; Resolution No. 70,083 –N.S.

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is

Approved:

x
---

The Form Requires No Amendments:

--

Name: Jordan Klein

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 9/5/2023

Page 122 of 130  
**POLICE DEPARTMENT REVIEW FORM**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT
2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
Administrative & Fiscal Services Manager	1						
Chief of Police	1						
Police Captain	1						
POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021	CATEGORY (REQUIRED)						NOTES
Deputy Police Chief	1						Council Meeting 7/25/2023; Resolution No. 70,993-N.S.

**DEPARTMENT HEAD AUTHORIZATION**

**Mark the appropriate statement**

The Department Appendix, as Amended, is Approved:

X

The Form Requires No Amendments:

Name: J. LOUIS

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report



Date: 8/24/23

Page 123 of 130  
**Public Works Department Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**

- 1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**
- 2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
<b>OFFICE OF THE DIRECTOR</b>					
Administrative & Fiscal Services Manager	1				
Assistant Management Analyst	2				
Associate Management Analyst	2				
Community Development Project Coordinator	1, 4				
Deputy Director of Public Works	1				
Director of Public Works	1				
Disability Services Specialist	2, 4				
Occupational Health and Safety Officer	2, 3				
Public Works Operations Manager	1, 4				
Senior Management Analyst	2				
Solid (Zero) Waste and Recycling Manager	1, 5				

**Page 124 of 130**  
**Public Works Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>ENGINEERING DIVISION</b>					
Assistant Civil Engineer (Registered)	2, 4				
Assistant Management Analyst	3				
Assistant Public Works Engineer	2				
Associate Civil Engineer	2, 4				
Building Inspector	1, 6				
Chief of Party	2				
Engineering Inspector	2, 6				
Environmental Compliance Specialist	2, 4				
Junior Public Works Engineer	2				
Manager of Engineering	1, 4				
Senior Building Inspector	2, 6				
Senior Drafting Technician	2, 4				
Senior Engineering Inspector	2, 6				
Supervising Civil Engineer	1, 4, 6				



**Page 125 of 130**  
**Public Works Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>TRANSPORTATION DIVISION</b>					
Assistant Management Analyst	2				
Assistant Planner	2, 4				
Assistant Transportaion Engineer	2, 4				
Associate Civil Engineer	2, 4				
Associate Planner	1				
Associate Transportation Engineer	2, 4				
Deputy Director of Public Works	1				
Parking Meter Maintenance and Collection Supervisor	2				
Parking Services Manager	2				
Principal Planner	1				
Senior Planner	1				
Senior Public Works Supervisor	3				
Supervising Traffic Engineer	1, 4				
Traffic Maintenance Supervisor	2				

**Public Works Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	NOTES
<b>ZERO WASTE DIVISION</b>					
Associate Management Analyst	2				
Environmental Compliance Specialist	1				
Field Representative	2				
Public Works (Zero Waste) Operations Manager	1, 4, 5				
Recycling Program Manager	3, 5				
Senior Solid (Zero) Waste Supervisor	2				
Solid (Zero) Waste and Recycling Manager	1, 5				
Solid (Zero) Waste Supervisor	3, 5				
<b>FACILITIES MANAGEMENT DIVISION</b>					
Building Maintenance Supervisor	3, 6				
Environmental Compliance Specialist	3, 7				
Facilities Maintenance Superintendent	2, 6				
Lead Communications Technician	1				
Senior Building Maintenance Supervisor	3, 6				
Senior Electrical Supervisor	1, 4				

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**Public Works Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
<b>EQUIPMENT MAINTENANCE DIVISION</b>									
Equipment Maintenance Superintendent	2, 4								
Senior Equipment Supervisor	3								
<b>STREETS DIVISION</b>									
Assistant Management Analyst	2, 4								
Public Works Maintenance Superintendent	2								
Public Works Supervisor	3								
Senior Public Works Supervisor	3								
Sewer Maintenance Assistant Supervisor	3								
<b>POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021</b>	<b>CATEGORY (REQUIRED)</b>						<b>NOTES</b>		
ADA Program Coordinator	2, 4						Council Meeting 12/6/2022; Resolution No. 70,624–N.S.		
Electrical Supervisor	1, 4						Council Meeting 5/9/2023; Resolution No. 70,820–N.S. (The Facilities Division of Public Works)		
Communications Supervisor	1						Council Meeting 5/9/2023; Resolution No. 70,821–N.S. (The Facilities Division of Public Works)		
Engineering Technician	2, 4						Personnel Board 6/2023, approved by CMO 8/1/2023		

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**Public Works Department Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE <i>(Only delete eliminated positions)</i>	DISCLOSURE CATEGORY CHANGE <i>(List new category in notes)</i>	TITLE REVISION <i>(List new titles in notes)</i>	NOTES
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**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

X
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The Form Requires No Amendments:

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Name: Liam Garland

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 8/21/2023

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**Rent Stabilization Board Review Form**

**INSTRUCTIONS FOR CONFLICT OF INTEREST CODE 2023 UPDATE**  
**1. IF THERE ARE NO CHANGES, COMPLETE ONLY THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO CITY CLERK DEPARTMENT**  
**2. IF THERE ARE CHANGES, NOTE THE CHANGES ON THE WORKSHEET, COMPLETE THE AFFIRMATION AT THE END OF THE WORKSHEET AND RETURN TO THE CITY CLERK DEPARTMENT (Commission@berkeleyca.gov)**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions) DISCLOSURE CATEGORY CHANGE (List new category in notes) TITLE REVISION (List new titles in notes)			NOTES
		DELETE (Only delete eliminated positions)	DISCLOSURE CATEGORY CHANGE (List new category in notes)	TITLE REVISION (List new titles in notes)	
<b>DESIGNATED OFFICIALS - BOARD MEMBERS</b>					
Commissioners (Board Members)	1, 2, 3				
<b>DESIGNATED EMPLOYEES</b>					
Assistant Management Analyst	2, 3				
Associate Management Analyst	2, 3				
Associate Planner	2, 3				
Community Services Specialist II	2, 3				
Community Services Specialist III	2, 3				
Deputy Director	1, 2, 3	X			Position eliminated from Rent Board staffing model
Executive Director	1, 2, 3				
General Counsel	1, 2, 3				
Hearing Examiners	2, 3				

**Rent Stabilization Board Review Form**

EXISTING DEPARTMENT POSITIONS	CATEGORY	DELETE (Only delete eliminated positions)			DISCLOSURE CATEGORY CHANGE (List new category in notes)		TITLE REVISION (List new titles in notes)		NOTES
<b>DESIGNATED EMPLOYEES (CONT.)</b>									
Senior Hearing Examiner	2, 3								
Senior Management Analyst	2, 3								
Senior Planner	2, 3								
Staff Attorneys II & III	1, 2, 3								
<b>POSITIONS ADDED TO DEPARTMENT SINCE 6/1/2021</b>	<b>CATEGORY (REQUIRED)</b>							<b>NOTES</b>	
<b>Administrative and Fiscal Services Manager</b>	2,3							AKA- Finance Director- Added 4/2023	

**DEPARTMENT HEAD AUTHORIZATION**

Mark the appropriate statement

The Department Appendix, as Amended, is Approved:

X

The Form Requires No Amendments:

Name: DeSeana Williams

Dept. Director's Affirmation: I hereby affirm that I personally reviewed this report

Date: 5-Sep-23